

Amendment to 2004 Personnel Rules for Classified Employees

Classified Rule C7.18 Furlough (New)

When necessary to meet budget constraints or for other operational needs, the Administrative Director, in consultation with the supreme court, may furlough employees for up to ten working days in a fiscal year. The furlough period may be ordered to occur simultaneously with a statewide court closure, or may be ordered to occur on a particularized basis, as determined by the administrative director. Employees will receive notice of any day or period of furlough as far in advance as is practicable.

- (1) Any day or period for which an employee is furloughed does not change or advance an employee's merit anniversary date, leave rate anniversary date, or leave accrual; for these purposes, any day or period for which an employee is furloughed will be treated as a day that the employee is in regular pay status.
- (2) Any day or period for which an employee is furloughed does not extend an employee's probationary period.
- (3) Any day or period for which an employee is furloughed does not jeopardize an employee's eligibility for health insurance.
- (4) Any day or period for which an employee is furloughed does count as leave without pay for purposes of AS 39.35.330 (more than ten days of leave without pay in a calendar year is considered an interruption of service for computing retirement service credit).

Employees are "furloughed" when they are directed not to report for work and required to take unpaid leave. An employee who offers to take unpaid leave in response to a request from the administrative director for voluntary contributions is also furloughed for purposes of this rule.

Amendment to 2004 Personnel Rules for Partially-Exempt Employees

Partially Exempt Rule PX7.18 Furlough (New)

When necessary to meet budget constraints or for other operational needs, the Administrative Director, in consultation with the supreme court, may furlough employees for up to ten working days in a fiscal year. The furlough period may be ordered to occur simultaneously with a statewide court closure, or may be ordered to occur on a particularized basis, as determined by the administrative director. Employees will receive notice of any day or period of furlough as far in advance as is practicable.

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- (2) Any day or period for which an employee is furloughed does not extend an employee's probationary period.
- (3) Any day or period for which an employee is furloughed does not jeopardize an employee's eligibility for health insurance.
- (4) Any day or period for which an employee is furloughed does count as leave without pay for purposes of AS 39.35.330 (more than ten days of leave without pay in a calendar year is considered an interruption of service for computing retirement service credit).

Employees are "furloughed" when they are directed not to report for work and required to take unpaid leave. An employee who offers to take unpaid leave in response to a request from the administrative director for voluntary contributions is also furloughed for purposes of this rule.

Attachment to Amended Administrative Bulletin 69 (Amended Effective December 1, 2015)